

Requisition Inquiry Checklist

Navigation: Purchasing > Requisitions > Review Requisition Information > Requisitions

1. Enter the requisition number. You can leave these fields blank and all the requisitions will display.
2. Click OK.
3. Select the Requisition.
4. Click the Status Tab. The status of the requisition will determine which hyperlinks are active. You can view the following:
 - **On RFQ** – Select the Y (yes) or P (partial) values to access the Requisition to RFQ List page.
 - **On PO** – Select the Y (yes) or P (partial) values to access the Requisition to Purchase Order List page.
 - **Drop Ship** - Select the Y (yes) to access the Line Details page where you can view requisition schedule drop shipment information.
 - **Received** - Select the Y (yes) or P (partial) values to access the Requisition Receipts List page.
 - **On Voucher** - Select the Y (yes) or P (partial) values to access the Requisition to Voucher List page.